

5  
004-028  
A3.1V  
VOL 4 #2

Montana State Library

3 0864 1004 2997 9

STATE DOCUMENTS COLLECTION

JAN J 1989

# ISD NEWS AND VIEWS

A PUBLICATION OF THE INFORMATION CENTER BUREAU  
MONTANA DEPARTMENT OF ADMINISTRATION  
INFORMATION SERVICES DIVISION  
JANUARY, 1986 VOL.4, NO.2

ADMINISTRATOR MIKE TREVOR

INFORMATION CENTER BUREAU CHIEF DAVE MARSHALL  
CENTRAL OPERATIONS BUREAU CHIEF PAUL RYLANDER  
TELECOMMUNICATIONS BUREAU CHIEF TONY HERBERT  
SYSTEMS DEVELOPMENT BUREAU CHIEF JEFF BRANDT

## TABLE OF CONTENTS

### MAINFRAME SECTION:

DATA COMMUNICATIONS CHARGES	1
EASYPROCLIB INSTALLATION	3
DRAWING FLIP CHARTS ON THE PLOTTER	3

### MICROCOMPUTER SECTION:

UPGRADING TO LOTUS 123 RELEASE 2	5
LOTUS CORPORATION SEMINAR	5
LOTUS 123 TIP	5
ENHANCED GRAPHICS ADAPTER FOR LOTUS 123	5
NEW RELEASE OF DISPLAYWRITE 3	6
TERM CONTRACT ADDITION	6

### GENERAL NEWS:

STAFF CHANGES	7
INCREASING YOUR COMPUTER VOCABULARY	7
COMPUTER TRIVIA	7
EQUIPMENT POOL	8
FREE CLASS	8
TRAINING SCHEDULE	9

DARLENE STAFFELDT  
MONTANA STATE LIBRARY  
TECHNICAL SERVICES  
1515 E 6TH  
HELENA MT 59620

PLEASE RETURN

DEADHEAD



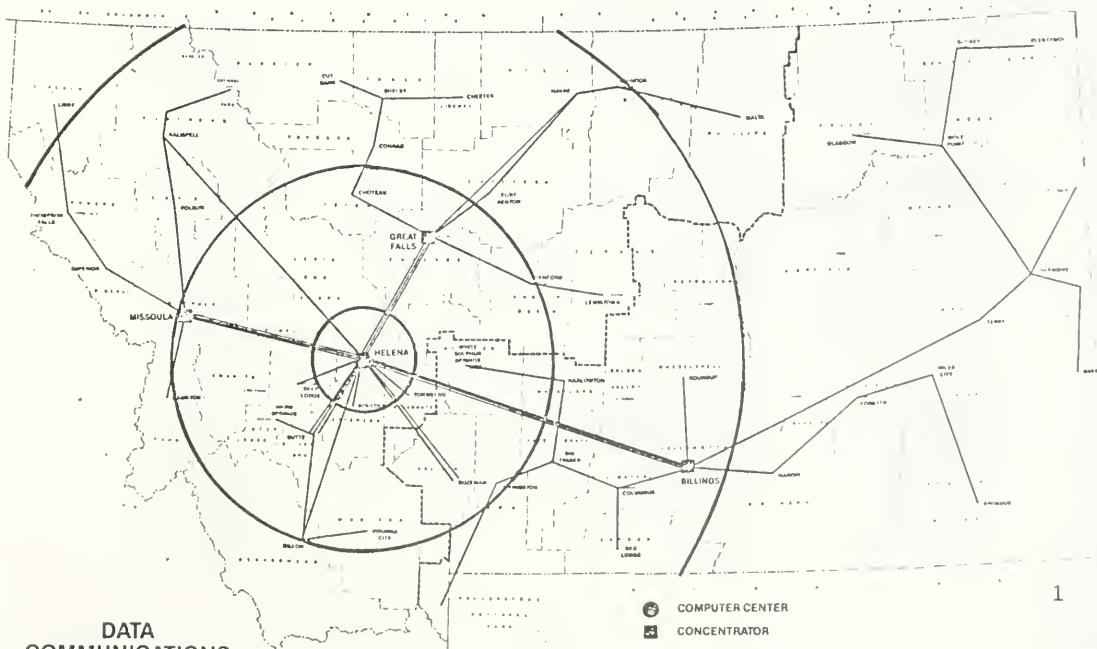
## DATA COMMUNICATIONS CHARGES

We receive a lot of inquiries regarding data communications charges. This article should provide you with a better understanding of ISD's cost recovery for data communications services. Hopefully, this information will answer 90% of your questions.

ISD's data communications rate recovery is based on a zone concept (i.e. UPS and Post Office). The further you are from Helena, the more the cost is. The accompanying map shows the four zones and where the network currently extends. There is also a list of cities and charges attached. The costs are as follows:

Zone	Mileage	Monthly Charge
Helena	0	\$ 60.00
1	<25	\$ 60.00
2	25-100	\$110.00
3	101-200	\$160.00
4	<201	\$210.00

The monthly charge includes all the phone equipment, a modem and the network support staff services. There is a one time installation charge of \$100.00 for the initial install. If you have any further questions regarding data communications, call Dennis Sheline at 444-2869.



CITY	COUNTY	ZONE	COST/MONTH
Anaconda	Deer Lodge	2	\$110.00
Baker	Fallon	4	\$210.00
Big Timber	Sweet Grass	3	\$160.00
Billings	Yellowstone	3	\$160.00
Boulder	Jefferson	1	\$ 60.00
Bozeman	Gallatin	2	\$110.00
Broadus	Powder River	4	\$210.00
Butte	Silver Bow	2	\$110.00
Chester	Liberty	3	\$160.00
Chinook	Blaine	3	\$160.00
Circle	McCone	4	\$210.00
Columbus	Stillwater	3	\$160.00
Conrad	Pondera	3	\$160.00
Cut Bank	Glacier	3	\$160.00
Deer Lodge	Powell	2	\$110.00
Dillon	Beaverhead	3	\$160.00
Ekalaka	Carter	4	\$210.00
Forsyth	Rosebud	4	\$210.00
Fort Benton	Choteau	3	\$160.00
Glasgow	Valley	4	\$210.00
Glendive	Dawson	4	\$210.00
Great Falls	Cascade	2	\$110.00
Hamilton	Ravalli	3	\$160.00
Hardin	Big Horn	4	\$210.00
Harlowton	Wheatland	3	\$160.00
Havre	Hill	3	\$160.00
Helena	Lewis & Clark	0	
	Local Terminal		\$30.00/ter.
	Remote Terminal		\$60.00/ter.
Hysham	Treasure	4	\$210.00
Jordan	Garfield	4	\$210.00
Kalispell	Flathead	3	\$160.00
Laurel	Yellowstone	3	\$160.00
Lewistown	Fergus	3	\$160.00
Libby	Lincoln	4	\$210.00
Livingston	Park	2	\$110.00
Malta	Phillips	4	\$210.00
Miles City	Custer	4	\$210.00
Missoula	Missoula	2	\$110.00
Philipsburg	Granite	2	\$110.00
Plentywood	Sheridan	4	\$210.00
Polson	Lake	3	\$160.00
Red Lodge	Carbon	3	\$160.00
Round-up	Musselshell	3	\$160.00
Ryegate	Golden Valley	3	\$160.00
Scobey	Daniels	4	\$210.00
Shelby	Toole	3	\$160.00
Sidney	Richland	4	\$210.00
Stanford	Judith Basin	2	\$110.00
Superior	Mineral	3	\$160.00
Terry	Prairie	4	\$210.00

Thompson Falls	Sanders	3	\$160.00
Townsend	Broadwater	2	\$110.00
Virginia City	Madison	2	\$110.00
Warm Springs	Deer Lodge	2	\$110.00
W. Yellowstone	Gallatin	3	\$160.00
Wh. Sulpher Sp	Meagher	2	\$110.00
Whitefish	Flathead	3	\$160.00
Wibaux	Wibaux	4	\$210.00
Winnet	Petroleum	3	\$160.00
Wolf Point	Roosevelt	4	\$210.00

### **EASYPROCLIB INSTALLATION**

The installation of the mainframe product EasyPROCLIB has been completed. The implementation went very smooth thanks to the excellent cooperation of all of the agency data processing professionals involved. Thanks to all concerned for a job well done.

### **DRAWING FLIP CHARTS ON THE PLOTTER**

Of the many techniques used for making presentations to large audiences, one of the commonest is the tried and true flip chart.

Recently, Department of Labor's Research and Analysis Bureau contacted the Information Center to see if it would be possible to improve the looks of their flip charts by drawing them using the computer center's ZETA 3600 digital plotter. It was, and the resulting charts are indeed quite professional looking.

Technically, the job consisted of running a series of FORTRAN subroutine calls to the TYPSET II subroutines provided by ZETA when we acquired the plotter. No basic FORTRAN commands were used, so a knowledge of FORTRAN programming is not required. Designing the chart layout and coding the CALL statements was straightforward, if a bit tedious.

TYPSET II has a font library containing 1377 characters which may be drawn any size on the plotters. These include 16 alphabetic type fonts plus special symbol fonts including math, punctuation, electrical, weather, etc. The alphabetic may also be drawn either upper or lower case. For those who feel they cannot confuse their audiences with mere circumlocution, German, Italian, Greek, and Cyrillic are also available.

In addition to almost unlimited sizing, another attractive feature of the plotter is its ability to use up to four different colored pens while plotting. Standard plot subroutines for drawing straight lines for underscores and boxes may also be included in a job.

Requirements for running TYPSET II are:

TSO signon  
TSO library  
ISD billing number

If you are interested in using the plotter for flip charts or other large print jobs, call Gary Wulf at 444-2555. Examples are also available. A class will be scheduled when enough people respond. A color version (flip chart size) of the example below is in the Information Center.

TRIPLEX  
ROMAN

Duplex Roman

simplex roman 1234567

Simplex Script

Gothic English

Complex Italic

## MICROCOMPUTER SECTION

### UPGRADING TO LOTUS 1-2-3 RELEASE 2

LOTUS users interested in upgrading from Release 1A to Release 2 should contact the Information Center at 444-2924. A volume upgrade has been arranged and the upgrade price is \$125.00.

### LOTUS CORPORATION SEMINAR

On January 13, 1986, a two hour seminar will be conducted by Jim O'Farrell from LOTUS Corporation on the new features of LOTUS 1-2-3 Release 2. Limited seating is available. To register for this seminar, call Wendy in the Information Center at 444-2856.

### LOTUS 1-2-3 TIP

A frustrating situation may occur when trying to highlight or define a new range in 1-2-3 or Symphony. Generally what happens is the cursor will be positioned in the upper left hand corner of the range to be highlighted. When 1-2-3 or Symphony prompts the user for a range, it will leave its present location and highlight the previously defined range. Pressing the escape key will refuse the highlighted range and leave the cursor there. This requires the cursor to be moved back to the new range to be highlighted. The tip here is to use the backspace key instead of the escape key. This will refuse the highlighted area and return the cursor to its previous position. Questions concerning this tip may be directed to Ron Heilman at 444-2924.

### THE ENHANCED GRAPHICS ADAPTER (EGA) FOR LOTUS 1-2-3 RELEASE 1A AND SYMPHONY 1.0

The Information Center Bureau has the drivers to allow Release 1A and Symphony 1.0 to display graphs on the IBM EGA Adapter. Anyone wishing a copy of this should bring a blank formatted diskette to Ron Heilman in the Information Center.

\*\*\*\*\* NEW RELEASE OF DISPLAYWRITE 3 \*\*\*\*\*

A new release of DisplayWrite 3 has been announced. The new release is DisplayWrite 3 Version 1.1. If you are a user of DisplayWrite 3 and are interested in upgrading to Version 1.1, please contact Sheila Morasko at 444-2974 as soon as possible. The upgrade is only good until January 31, 1986 and the upgrade charge is \$35. After January 31, 1986, DisplayWrite 3 Version 1.0 will no longer be supported by IBM and the price will be \$450 (the price of a new package).  
ACT NOW!

TERM CONTRACT ADDITION

The following products have been added to the IBM P/C Term Contract:

		System	Upgrade
Feature	4771 Voice Communication Option	\$825.00	\$875.00
	4839 Voice Communication Adapter	\$792.00	\$840.00
	8982 Telephone Manager Adapter	\$214.00	\$227.50
Model	5223 Wheelprinter E	\$461.00	\$461.00
Feature	7840 Sheetfeed	\$231.00	\$245.00
	7820 Pinwheel Forms	\$49.50	\$52.50

The 5216/002 Wheelprinter has been reduced to \$989.34.

## **GENERAL NEWS**

### **STAFF CHANGES**

Darrell Hagen has been promoted from the Information Center Bureau Chief to Supervisor of Technical Services. Dave Marshall, formerly a Microcomputer Specialist in the Information Center, has been promoted to Information Center Bureau Chief. Congratulations.

### **INCREASING YOUR COMPUTER VOCABULARY**

#### **PLOTTER**

Devices that convert computer output into drawings on paper or on display-type terminals instead of a printed list. They can produce line, bar, pie charts and maps.

#### **CRT**

Cathode Ray Tube. The screen on your computer that may be similar to your television set. Often referred to as a monitor or display.

#### **Word Processing Program**

A program that tells a computer how to accept, edit, and format text. ATMS (Advanced Text Management System) is a word processing program on the mainframe computer. Word-Perfect and Displaywrite III are two word processing programs available for use on a microcomputer.

### **COMPUTER TRIVIA**

When was the transistor invented?

John Bardeen, Walter Brattain, and William Shockley of Bell Laboratories invented the transistor in 1948. The transistor was designed to replace the vacuum tube, to switch electronic signals on and off. The transistor made possible a digital computer that didn't require a full room of vacuum tubes, relays, and special air conditioning. Now a computer would only take up half a room and operate more quickly.

In 1959, engineers at Texas Instruments figured out how to put more than one transistor on the same material (called the substrate) and connect them together without wires. Thus the integrated circuit was born. Today these thin flat pieces of silicon can contain millions of transistors, and we call them chips.<sup>1</sup>

---

<sup>1</sup>This information is from an article titled **EVOLUTION OF THE MICROPROCESSOR** by Mark Garetz in the September, 1985 issue of **BYTE**.

\*\*\*\*\*  
\*\*\*\*\*  
**EQUIPMENT POOL**

\*\*\*\*\*  
\*\*\*\*\*

ISD is planning on expanding its equipment pool. If you anticipate needing equipment at a future date, please let us know and we will try to meet your needs.

Currently, we have IBM 3178, IBM 3179, IBM 3277, and IBM 3278 terminals available for lease on a month-to-month basis.

Would anyone be interested in leasing microcomputer equipment? Suggestions on what type of equipment you may need would be appreciated.

For more information, contact Jim Christnacht at 444-2700.

\*\*\*\*\*  
\*\*\*\*\*  
**FREE CLASS**

\*\*\*\*\*  
\*\*\*\*\*

**TAPE PROCESSING**

Date: Jan 15, 1986

Time: 1:30 pm to 3:30 pm

Place: Room 14, Mitchell Building

Prerequisite: Familiarity with Basic JCL

Learn JCL and techniques for using the Tape Management System, storing multiple files on tape, and creating and retrieving generation datasets on tape. Special problems such as reading non-IBM or unlabeled tapes and creating special format tapes, (for example 1600 BPI instead of the default 6250 and creating ASCII Tapes) will also be covered. Please bring your JCL manual to the class.

## TRAINING SCHEDULE

### MAINFRAME CLASSES

BASIC TERMINAL SKILLS (ISD12): presented by Wendy Wheeler  
of the Information Center

DATE: March 21, 1986  
TIME: 8:30 a.m. to 4:00 p.m.  
PLACE: Room 14, Mitchell Building  
COST: \$50.00  
LIMIT: 8  
PREREQUISITE: 3270nd (interactive class on terminal  
operation)  
CANCELLATION DATE: March 14, 1986

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

SPSS CONVERSION TO SAS: presented by Randy Holm and Gary Wulf of the Information Center

DATE: January 15, 1986  
TIME: 8:30 a.m. to 11:30 a.m.  
PLACE: Room 14, Mitchell Building  
COST: Free  
LIMIT: 8  
PREREQUISITE: Existing SPSS application

Since SPSS is no longer supported on the state computer network, users with SPSS applications will need to convert to SAS. Participants will learn the basics of SAS with hands-on experience converting their own existing SPSS application.

## MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS (OA02): presented by the staff of the Information Center

DATE: February 6, 1986  
TIME: 8:15 a.m. to 4:30 p.m. (new starting time)

DATE: February 7, 1986  
TIME: 8:15 a.m. to 4:30 p.m. (new starting time)

PLACE: Room 14, Mitchell Building  
COST: \$50.00  
LIMIT: 10  
PREREQUISITE: None  
CANCELLATION DATE: February 1, 1986

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File management
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

INTRODUCTION TO LOTUS 1-2-3 (OA12): presented by Wendy Wheeler of the Information Center

DATE: February 20 and February 21, 1986  
TIME: 1:15 p.m. to 5:00 p.m. on Feb. 20  
and 1:15 p.m. to 4:30 p.m. on Feb. 21  
PLACE: Room 14, Mitchell Building  
COST: \$50.00  
LIMIT: 10  
PREREQUISITE: Beginning Microcomputer Skills  
CANCELLATION DATE: February 13, 1986

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in the advanced course.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

**ADVANCED FEATURES OF LOTUS 1-2-3 (OA21):** presented by Ron Heilman of the Information Center

**DATE:** February 4 and February 5, 1986  
**TIME:** 8:30 a.m. to 4:30 p.m. on Feb. 4  
LAB 1: 8:30 a.m. to 12:00 noon on Feb. 5  
LAB 2: 1:00 p.m. to 4:30 p.m. on Feb. 5  
**PLACE:** Room 14, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Introduction to Lotus 1-2-3 and Beginning Microcomputer Skills  
**CANCELLATION DATE:** January 28, 1986

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (ex: protection status, range names, combining files, etc). Advanced features such as macro programming, one and two-way sensitivity analysis tables and database commands will be covered in detail.

Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

**INTRODUCTION TO PFS:FILE & REPORT (OA19):** presented by Wendy Wheeler of the Information Center

**DATE:** January 20, 1986  
**TIME:** 9:00 a.m. to 3:00 p.m.  
**PLACE:** Room 14, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills  
**CANCELLATION DATE:** January 14, 1986

The PFS:FILE and PFS:REPORT software is an easy to use file management system.

This course will give the participant hands-on experience creating databases with FILE demonstrating the flexibility of this software in storing, retrieving, and updating a large amount of related information.

The related REPORT software will be used to create columnar reports from your files.

**ADVANCED FEATURES OF WORDPERFECT (OA20):** presented by Sheila Morasko of the Information Center

DATE: February 25 and February 26, 1986  
TIME: 8:30 a.m. to 3:00 p.m. on February 25  
8:30 a.m. to 12:00 noon on February 26  
PLACE: Room 14, Mitchell Building  
COST: \$75.00  
LIMIT: 10  
PREREQUISITE: Beginning Microcomputer Skills (OA02) and Introduction to WordPerfect (OA18)  
CANCELLATION DATE: February 18, 1986

For those already using WordPerfect, the advanced class will cover headers, footers, footnotes, macro programming, merging, page numbering and spelling checks.

**DISPLAYWRITE 3 - SPECIAL TOPICS (OA40):** presented by Sheila Morasko of the Information Center

DATE: January 21, 1986  
TIME: 9:00 a.m. to noon  
PLACE: Room 14, Mitchell Building  
COST: \$25.00  
LIMIT: 8  
PREREQUISITE: Beginning Microcomputer Skills  
CANCELLATION DATE: January 14, 1986

This course is intended for those already using Displaywrite 3 on a microcomputer for word processing. The special topics class is designed to present tips, shortcuts and advanced features of the package. This session will present information on using Paragraph Libraries and including Headers and Footers in your documents. There will also be time for questions on other problem areas.

If possible, please bring your Displaywrite software with you to class. This class is also available for those using Displaywrite 2.

**INTRODUCTION TO DBASE III (OA13):** presented by Dr. John T. Lowry of Computer Expertise

**DATE:** February 18 and February 19, 1986  
**TIME:** 8:00 am to 12:00 noon each day

**PLACE:** Room 14, Mitchell Building

**COST:** \$100.00

**LIMIT:** 8

**PREREQUISITE:** Beginning Microcomputer Skills

**CANCELLATION DATE:** and acquaintance with DOS  
February 11, 1985

In this course, the student will learn how to use the popular dBASE III software program to setup a database, sort, add or delete records, edit records and print out useful reports with minimal effort. Special emphasis will be placed on database concepts and student applications. Hands-on work will be incorporated throughout the class.

ISD ENROLLMENT APPLICATION  
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN  
TO INFORMATION SERVICES DIVISION

COURSE: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

AGENCY/DIVISION: \_\_\_\_\_

PHONE: \_\_\_\_\_

ISD BILLING NUMBER: \_\_\_\_\_

SOC SEC NO (FOR P/P/P): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE  
EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

---

---

---

\*\*\*\*\*

600 copies of this public document were  
printed at a cost of \$160.00.  
Distribution costs are \$16.00.  
Editor: Teri Lundberg

\*\*\*\*\*



